



VERY IMPORTANT INFORMATION:

- WHO:** Anyone who would like to volunteer at Holy Trinity School in any capacity at any point this school year – parents, guardians, grandparents, friends – *including all Class Trip chaperones*
- WHAT:** All required clearances must be obtained/up-to-date and on file with the Rectory
- HOW:** See information outlined below
- TO WHOM:** Completed disclosure forms should be returned to the School Office at your earliest convenience



**Holy Trinity School
Links and Resources for Our Volunteers**



- 1.) **PA State Police** - Criminal Records Clearance
<https://epatch.state.pa.us/> (Click on “Volunteer” - FEE WAIVED!)
- 2.) **PA Department of Public Welfare** - PA Child Abuse History Clearance
<https://www.compass.state.pa.us/CWIS/Public/Home> (By selecting “Volunteer” - FEE WAIVED!)
- 3.) **Disclosure Statement** (on next page; also on the HTS website under the *Parents* tab on the *Home & School* page or by requesting a copy from the School Office)
 - This statement must be signed **only** by volunteers who have been residents of Pennsylvania for 10 or more years.
 - If you have NOT been a Pennsylvania resident for 10 or more years, you will need to be fingerprinted (see below).
- 4.) **Fingerprinting Registration** (only for volunteers who cannot sign the Disclosure Statement because you have not been a Pennsylvania resident for 10 or more years)

All required current and/or prospective school employees, school contractors, student teachers and volunteers are to use the Pennsylvania Department of Education option.

- Go to <https://uenroll.identogo.com/>
- The following are service codes needed to register:
 - o **1KG6TR** is the code for (PDE) Pennsylvania Department of Education (nonpublic schools)
 - o **1KG6Y3** is the code for (PDE) Pennsylvania Department of Education Volunteers.
- You should then click on *Schedule or Manage Appointment* and complete the required information.
- Payment is to be made at the time of the fingerprinting ☒ For fingerprint locations please visit the following website: <https://www.identogo.com/locations/pennsylvania>

5.) Volunteers who will be helping on a regular basis will also need:

- “Protecting God’s Children” class - register at www.virtus.org
- Online “Mandatory Reporter” class - www.childyouthprotection.org
 - o Click on “Training Institute”, register, and complete “Mandatory Reporter” class
 - o Provide Holy Trinity with your certificate of completion

DISCLOSURE STATEMENT APPLICATION FOR VOLUNTEERS
Required by the Child Protective Service Law
23 Pa. C.S. Section 6344.2 (relating to volunteers having contact with children)

I swear/affirm that I am seeking a volunteer position and **AM NOT** required to obtain a clearance through the Federal Bureau of Investigation, as:

- the position I am applying for is unpaid; and
- I have been a resident of Pennsylvania during the entirety of the previous ten-year period.

I swear/affirm that I have not been named as a perpetrator of a founded report of child abuse within the past five (5) years as defined by the Child Protective Services Law.

I swear/affirm that I have not been convicted of any of the following crimes under Title 18 of the Pennsylvania consolidated statutes or of offenses similar in nature to those crimes under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of this Commonwealth.

Chapter 25	(relating to criminal homicide)
Section 2702	(relating to aggravated assault)
Section 2709	(relating to stalking)
Section 2901	(relating to kidnapping)
Section 2902	(relating to unlawful restraint)
Section 3121	(relating to rape)
Section 3122.1	(relating to statutory sexual assault)
Section 3123	(relating to involuntary deviate sexual intercourse)
Section 3124.1	(relating to sexual assault)
Section 3125	(relating to aggravated indecent assault)
Section 3126	(relating to indecent assault)
Section 3127	(relating to indecent exposure)
Section 4302	(relating to incest)
Section 4303	(relating to concealing death of child)
Section 4304	(relating to endangering welfare of children)
Section 4305	(relating to dealing in infant children)
Section 5902(b)	(relating to prostitution and related offenses)
Section 5903(c) (d)	(relating to obscene and other sexual material and performances)
Section 6301	(relating to corruption of minors)
Section 6312	(relating to sexual abuse of children), or an equivalent crime under Federal law or the law of another state.

I have not been convicted of a felony offense under Act 64-1972 (relating to the controlled substance, drug device and cosmetic act) committed within the past five years.

I understand that I shall not be approved for service if I am named as a perpetrator of a founded report of child abuse within the past five (5) years or have been convicted of any of the crimes listed above or of offenses similar in nature to those crimes under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of this Commonwealth.

I understand that if I am arrested for or convicted of an offense that would constitute grounds for denying participation in a program, activity or service under the Child Protective Services Law as listed above, or am named as perpetrator in a founded or indicated report, I must provide the administrator or designee with written notice not later than 72 hours after the arrest, conviction or notification that I have been listed as a perpetrator in the Statewide database.

I understand that if the person responsible for employment decisions or the administrator of a program, activity or service has a reasonable belief that I was arrested or convicted for an offense that would constitute grounds for denying participation in a program, activity or service under the Child Protective Services Law, or was named as perpetrator in a founded or indicated report, or I have provided notice as required under this section, the person responsible for employment decisions or administrator of a program, activity or service shall immediately require me to submit current clearances obtained through the Department of Human Services, the Pennsylvania State Police, and the Federal Bureau of Investigation, as appropriate. The cost of clearances shall be borne by the employing entity or program, activity or service.

I understand that if I willfully fail to disclose information required above, I commit a misdemeanor of the third degree and shall be subject to discipline up to and including denial of a volunteer position.

I understand that the person responsible for employment decisions or the administrator of a program, activity or service is required to maintain a copy of my clearances.

I hereby swear/affirm that the information as set forth above is true and correct. I understand that false swearing is a misdemeanor pursuant to Section 4903 of the Crimes Code.

Name: _____ Signature: _____

Witness: _____ Signature: _____

Date: _____